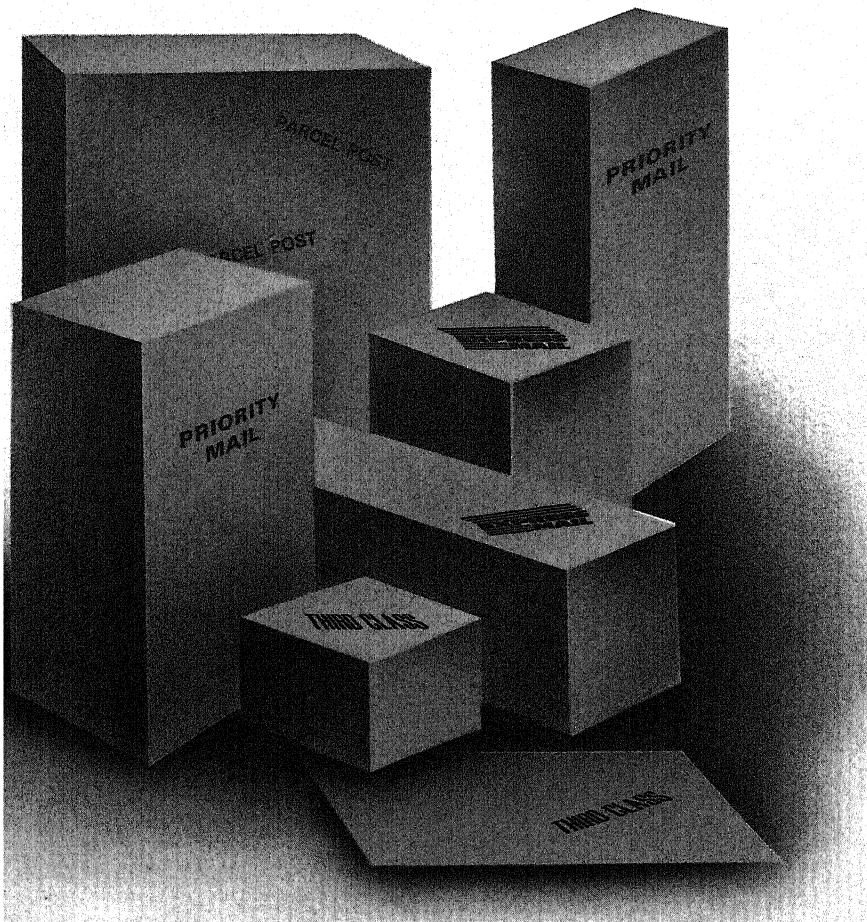




Satisfy all  
your package delivery  
needs under one roof  
at the United States  
Postal Service.

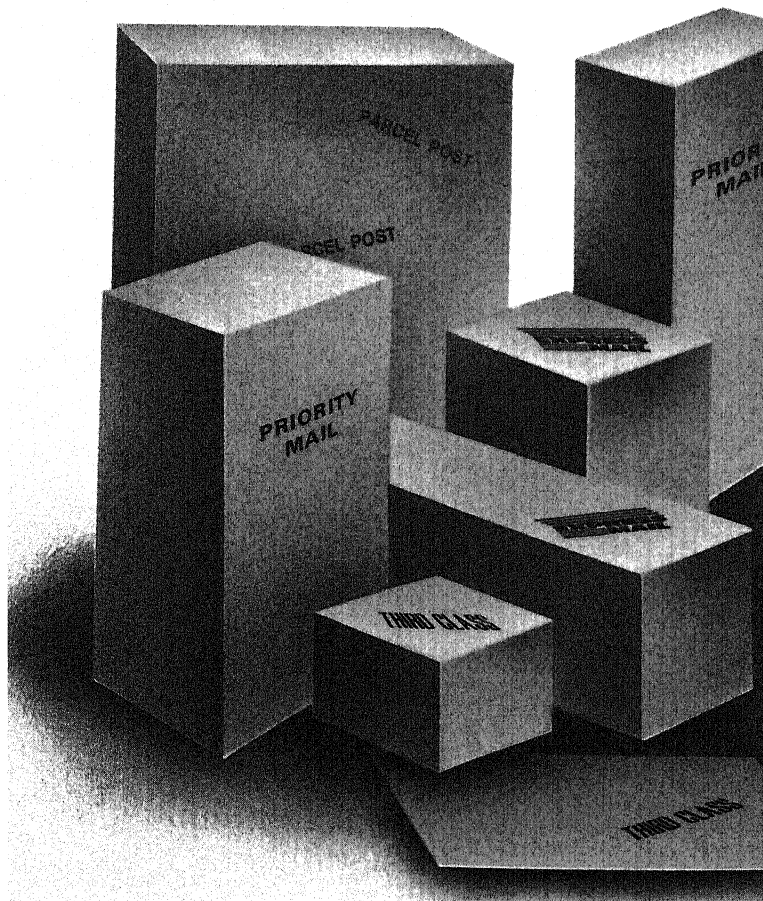


Today. Tomorrow. This week. Your package delivery requirements vary. Cost-conscious shippers have to consider all aspects of delivery services available—speed, cost, convenience and reliability.

That's why the U.S. Postal Service offers a small package and parcel delivery option to

## **EXPRESS MAIL**

Next Day Service or Same Day Airport Service. Costs a little more than your other mail, but it is fast and reliable (95% on-time record). Also, it is less expensive than other overnight services.



match every shipping need at the most economical cost.

Whether it's an important package that has to get to a city across country or merchandise samples for delivery across town, explore the full line of delivery services offered at your own post office before making that important decision!

EXPRESS MAIL

PRIORITY MAIL

PARCEL POST

THIRD-CLASS MAIL

SPECIAL MAILING SERVICES

## **PRIORITY MAIL**

### **(Zone Rated First-Class Mail)**

Available anywhere to any place. Delivery in two to three days throughout U.S. Priced well below the cost of overnight services. Handled in the preferential mail stream.

## **PARCEL POST**

Most economical delivery service. Packages accepted and delivered through more than 30,000 post offices in every city and locale in the U.S. Delivery is about one day for each parcel zone.

## **THIRD-CLASS MAIL**

An inexpensive way to ship odd-sized pieces or large volumes of smaller items (e.g., samples, premiums). Third Class single-piece rates ideal for pieces under a pound. Delivery standards similar to Parcel Post.

## **SPECIAL MAILING SERVICES**

Computerized postage. Simplified postage. Merchandise Return Service. Plant load.

## **EXPRESS MAIL**

For fast, reliable delivery of high priority shipments.

### **Express Mail Next Day Service**

As the Postal Service's premier service, Express Mail Next Day Service offers dependable overnight delivery of time-sensitive materials to major cities throughout the country. Cities reached overnight depend upon the availability of surface and commercial air transportation. A directory of overnight destinations can be obtained from your local post office.

It's fast because Express Mail packages enter a streamlined system at the post office that expedites handling to make sure your package is delivered the next day by 3 p.m. at the very latest. Or, it can be picked up by your addressee at the destination post office as early as 10 a.m. of the next business day.

You can send anything mailable weighing up to 70 pounds. Combine letters, merchandise, business records and tapes, parts, almost anything in the same shipment.

### **Easy To Use**

Simply mail your shipment at any Express Mail post office by 5 p.m. or, shipments can be picked up right at your office or plant on a regularly scheduled basis. No need to use your own shipping label. You'll get a special mailing label at the window or from your Customer Service Representative. You'll also get a receipt for your shipment and a record of its delivery will be kept at the destination post office. Special acceptance procedures are available to simplify large volume mailings.

### **Compare Our Rates**

Rates are determined by the actual weight of your shipment and the distance it must travel. You pay only for what you send and how far you send it. For example, a 25-pound shipment sent direct to the addressee a thousand miles away costs only about half the cost of some other expedited shipping services.

You can have your shipments picked up (on a regularly scheduled basis) for one flat charge, regardless of the number of items you may be sending.

### **Express Mail Same Day Airport Service**

If your package has to be delivered in another city today, we'll get it there. Express Mail Same Day Airport Service provides service between 56 major airports in 54 of the largest U.S. cities.

bring your shipment to the airport mail at the airport. It's usually located in the area. From there to its destination, your shipment receives expedited preferential treatment.

Express Mail Same Day Airport Service uses all certified air carriers so you don't have to search out the right airline schedule. You can pick up according to your deadline. We give you the time it will be available for pickup.

### **Reasonable Rates**

Express Mail costs are determined by weight and distance traveled. A one-pound package shipped coast-to-coast is under \$10. Other shipping charges charge up to \$40.

### **EXPRESS MAIL RELIABILITY—IT'S GUARANTEED**

Whether it's Next Day Service or Same Day Airport Service, your Express Mail package will arrive on time, as promised. Or, you can get a full refund of your postage upon application to the originating post office. The only exception for Next Day Service is if the delay is the result of a strike or work stoppage. For Same Day Airport Service, operational exceptions include delay or cancellation of flights or government action beyond the control of the Postal Service or air carriers.

### **EXPRESS MAIL INSURANCE—AT NO ADDITIONAL COST**

Letters and merchandise shipped via Express Mail Next Day Service or Same Day Airport Service are insured against loss or damage for actual cash value up to \$500—at no extra cost. All you do is declare the actual value of the shipment in the space provided on the special label.

Losses incurred in reconstructing business property lost or damaged in transit are reimbursed up to a maximum of \$50,000 per package (sub-limit of \$500,000 per occurrence regardless of the number of claimants). Check with your local post office for details.



## **PRIORITY MAIL**

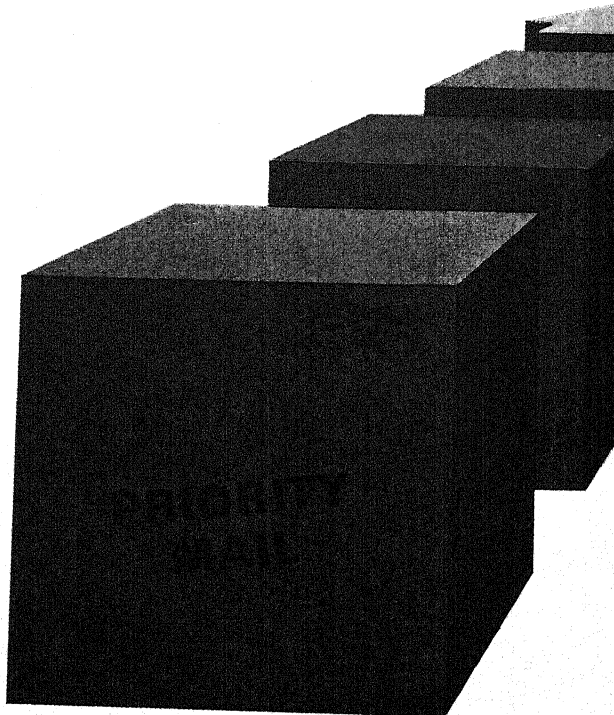
### **(Zone Rated First-Class Mail)**

Priority Mail is ideally suited for package mailers whose need for speed matches their concern for costs. It gets your package there—almost anywhere in the United States—in two to three days at a third or less the cost of overnight services, and that includes delivery to your customer's address.

### **How It Works**

Priority Mail packages are handled in a preferential mailstream and are shipped by air and selected ground transportation, like your First-Class letters.

Packages can be mailed by Priority Mail at any post office, station or branch—even through rural letter carriers—to any address in the United States. Packages weighing up to four pounds can, under provisions of the Universal Postal Convention, be mailed to almost any country in the world subject to restrictions imposed by the destination country. We know of no one else who can offer that assurance! A word of caution, though. While Priority Mail generally flies in this country, for foreign delivery "Air" must be specified.



### **What May Be Mailed**

Any acceptable package weighing 70 pounds or less can be sent by Priority Mail. Size can go up to 100 inches in combined length and girth. There are restrictions, of course, on hazardous materials or items that might be damaged by changes in temperature or atmospheric pressure. Consult your local post office for mailability regulations.

### **Service Options**

Packages mailed by Priority Mail may carry the following special service options:

- Insurance (for packages with Third or Fourth Class contents)
- Return receipts (for Registered, Insured, COD, and Certified Mail)
- COD
- Certificate of Mailing
- Special Delivery

See the section on Parcel Post for an explanation of these service options.

## **PARCEL POST**

For one of the most economical means of getting your package from here to there, Parcel Post is the answer.

If it weighs between 16 ounces and 40 pounds and is smaller than 84 inches in combined length and girth, it qualifies for Parcel Post service. (Smaller items can be mailed at Third Class, First Class or Priority Mail; larger packages are accepted at some post offices, but check with your postmaster first.)

Parcel Post packages are delivered through more than 30,000 post offices in virtually every city and locale in the country. In fact, no other delivery service can make that claim. Delivery is made in about one day for each of eight parcel zones.

### **How Rates Are Determined**

Rates for Parcel Post service are determined by the weight of the parcel and the distance it's being sent. Businesses with large shipments destined for delivery in the same Bulk Mail Center area will find Parcel Post rates compare favorably with those of other delivery services.

### **Redelivery, Forwarding, Return and Address Correction Options**

When the addressee is not at home when delivery is attempted, they are given an option of calling for their parcel at their local post office or requesting redelivery at a more convenient time.

Parcel Post packages, undeliverable as addressed, will be forwarded to the addressee, provided the addressee has left a forwarding address. Forwarding postage will be collected on delivery of the parcel to the new address. If the new address is unknown, undeliverable items are returned to the sender if marked "Return Postage Guaranteed", "Forwarding and Return Postage Guaranteed", or if your parcel has obvious value.



### **Other Special Service Options for Parcel Post**

- *Insurance.* Protection against loss, rifling or damage to domestic mail can be obtained for any Parcel Post item in any amount up to \$400.
- *Special Delivery.* For an additional handling fee, Special Delivery provides delivery outside of normal delivery hours, and on Sundays and holidays, at all destination post offices served by city carriers or within a one-mile radius of any other post office.
- *Special Handling.* This service provides preferential handling as soon as the package is accepted by the post office and assures expeditious transportation to the destination area.
- *COD.* (Collect on Delivery.) This service assures that the price of the article and the cost of postage are collected from the addressee and returned to the sender by postal money order.
- *Certificate of Mailing.* When proof of mailing is required, the sender may purchase a validated certificate showing the date and location the item was mailed.
- *Return Receipt.* When proof of delivery is desired, shippers may obtain a return receipt showing to whom and when a parcel was delivered for any item that is insured for more than \$15.



**Parcel Post It. We're going places.**

## THIRD CLASS MAIL

Normally thought of as a way to mail circulars and printed matter, Third Class is an especially economical way to ship small packages that aren't heavy enough to qualify as Parcel Post. While there is no maximum limit on size, packages must be *at least* three and one half inches wide (high) by five inches long. Any piece  $\frac{1}{4}$  inch or more in thickness must also be rectangular in shape.

### Bulk Mailings

Lower bulk Third Class rates are available to customers who mail at least 200 pieces (or 50 pounds) at a time and presort by ZIP Code according to postal regulations. Postage can be paid by meter stamp/tape, precanceled stamps, or permit imprint. Using permit imprint does not require the customer to weigh individual pieces.

Bulk mailings no longer have to be of identical size and weight, so long as all pieces are of the same processing category (ie: all letter size, all flats, all machinable parcels, or all irregular parcels). There are some restrictions on the use of permit imprint with nonidentical weight pieces. Consult your Customer Service Representative or local postmaster.

### Single Piece Rates

Smaller mailers and individuals can also take advantage of this, our most economical package rate. Single piece Third Class matter may be mailed in any post office, dropped at any collection box or any other place where mail is accepted. The next time you have a small item to mail, ask your postal clerk for our low Third Class rate.

### Third Class Carrier Route Presort

Mailers who send large volumes of identical pieces such as product samples or premiums can opt for reduced rates if they presort their mail in carrier route sequence.

New rates allow a reduction off the regular per pound rate for presorted items. Carrier route mailings require at least 200 pieces or 50 pounds of qualifying carrier route presorted mail to qualify for the lower rate. Also, there must be at least 10 pieces for each carrier route.

Shippers can obtain computer tapes of addresses listed in carrier route sequence for national or regional distributions at no charge by writing to the Postal Data Center, 850 Cherry Avenue, San Bruno, CA 94097. They can obtain hard copy schemes from their local Management Section Center.

THIRD CLASS

## **SPECIAL MAILING PROGRAMS**

Your business is unique. And so are your mailing needs. That's why the Postal Service designed newer and more convenient ways for you to do business with us. Consult your Postmaster or Customer Service Representative to find out how you might qualify for any of the following special programs.

### **Computerized Postage**

Under this program, postage is calculated and verified through the use of computer generated records. Although mailer requirements are relatively stringent and the program requires constant monitoring by both the mailer and the Postal Service, it has worked well for a number of users and saved them considerable amounts in handling cost.

### **Simplified Postage**

Under both options of "Simplified Postage," postage is based on an average weight calculation per piece. Option A requires that the mailer physically separate parcels by zone of destination, while Option B requires a separation by zone on a customer provided manifest or a zone separation of duplicate shipping labels. Option B has been utilized by those mailers having computer capability for manifest or label generation, although manually prepared documentation is acceptable.

### **Merchandise Return Service**

A simple, convenient way to improve your firm's customer service. Your customers can return or exchange merchandise at no cost to them and less cost for you. Shippers provide pre-printed mailing labels to customers who decide to return merchandise. Return postage plus a 20-cent per piece fee is deducted from the shipper's advance deposit postage account at the destination post office. An annual administrative fee of \$30 is also charged.

### **Plant Load**

If you make large bulk mailings on a regular basis, chances are you qualify for this unique service. You presort your shipments to their destinations and we'll pick your mailing up at your loading dock at no additional charge. The Postal Service provides the containers to store your packages until they're ready for pick-up. If your volume is large enough, we'll even "spot" a Postal Service trailer on your premises for your use. You save on transportation costs. We save on handling and processing costs which enable us to offset the cost of picking up your load at your plant.